

Sample Statement of Purpose and Function

Sample Policy Statement

The purpose of **NAMED SERVICE** is to provide quality, affordable early education to children aged 3 to 6 years in the local community. It is a community/private service and is classified as a full-day care/sessional/part-time/temporary service under the Child Care Act 1991 (Early Years Services) Regulations 2016. It is open for X weeks per year from X August/September to X June/July. We can cater for X children at any one time. We can cater for X children at any one time (X number of classrooms with max X number of children per year). We operate a ratio of...

Principle

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016.

Rationale

This is a description of your service that includes who the service aimed at, the type of service provided, the opening hours as well as the age range and the number of children that can be catered for in the service. Below is a standard template Statement of Purpose and Function.

Setting Details

Name of Setting	
Address	
Eircode	
Contact Person	
Position in Setting	
Contact Telephone Number(s)	
Email address	

Description of Setting

Type of Setting (Full/Part Time Day Care/Sessional Preschool)	
Community or Private	
Curriculum/Programme being followed	
Number of weeks open	
Opening hours	

Number of children and staff

Full Day Care/Part Time Day Care	Number of Children	Adult Child Ratio
0-1 years		
1-2 years		
2-3 years		
3-6 years		
Sessional Preschool		

0-1 years		
1 -2.5 years		
2.5-6 years		
Total number of children		
Total number of staff		

Person Responsible: _____

This policy was adopted by (NAME OF SERVICE) on Date: _____

Signed by: _____ On behalf of Management (Manager, Owner,
Chairperson)

Review Date: _____

Please note this is a guide to a policy and procedure. It is not meant to be directly copied and it is highly recommended that all members develop documents specific to their service and needs. This is not an exhaustive list and there may be other essentials required.



early
childhood
ireland